Start the OTCnet Offline Server

To start the OTCnet Offline server, complete the following steps:

1. Double-click the **OTCnet Offline** (**Production** or **QA**) icon located on your terminal's desktop.

    Or

    Click **Start**>**Programs**>**OTCnet Offline** (**Production** or **QA**)>**Start OTCnet Offline** (**Production** or **QA**).

> ## Application Tip
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> If the icon does not reside in either location, contact your **Check Capture Administrator (CCA)** to configure the offline terminal.

> ## Application Tip
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> If a terminal has more than one OTCnet Offline application installed (Production or QA (training environment)), do not run both at the same time as running more than one offline client at a time will cause errors.

2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *OTCnet Offline Server Startup* prompt appears.

> ## Application Tip
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> The *Offline Server Startup* prompt appears as a standalone prompt, outside of the browser.

Application Tip

> If you are a CCA and this is the first time starting the OTCnet Offline *server* and logging in to OTCnet, enter the temporary password you created when you created your CCA Offline Logon Profile.

Application Tip

> If you are a non-CCA user and this is the first time starting the OTCnet Offline *server* and logging in to OTCnet, enter your temporary password.

Application Tip

> After your credentials are successfully authenticated, the *Offline Check Capture Application Log In* page is displayed.

Application Tip

> If the Offline server was previously started, you will be directed to the OTCnet Offline application login page. Refer to the *Log In to OTCnet Offline for the First Time* and *Log In to OTCnet Offline* printable job aids for more details. If the Offline server was not been previously started, you will need to enter your credentials to start up the Offline server.

Application Tip

> If you have forgotten your Offline password or you are not authorized to start the OTCnet Offline application, contact your **CCA** to reset/create your offline password.